

Case Number Issued: RND/DRB-_____ - _____

Related Case No. _____ - _____ - _____

Design Review Board (DRB) APPLICATION

Submittals are filed ONLY at the ZONING ADMINISTRATION Offices, 2ND Floor North, Public Works Building, 201 North Stone Avenue, the submittal MUST INCLUDE all the items listed on the DRB Submittal Checklist. Call 791-4541 if additional information is needed.

(The application must be filled out completely, and be signed by the property owner)

PROPERTY INFORMATION:

PROJECT NAME: _____

(For example: Al's Bar & Grill, Freimen residence carport addition, or Palo Verde Shopping Center, etc.)

PROJECT ADDRESS: _____

(NOTE: If the site is vacant ask Pima Co. Addressing, 201 N. Stone, for an Administrative Address)

ZONING OF PROPERTY: _____ (For example: R-1, C-2, I-1 or R-1/C1 Authorized, etc.)

PROJECT TYPE (check all that apply):

☐ New building on vacant land

☐ New building on developed land

☐ New addition to existing building

☐ Change of Use to existing building

☐ Existing building needs permits

☐ Modification to façade of existing building

☐ Other (Explain) _____

APPLICANT INFORMATION:

AGENT (The person processing the application and who staff will send mailings to):

NAME: _____

ADDRESS: _____

ZIP: _____

PHONE: () _____ - _____ FAX: () _____ - _____

[PROPERTY OWNER/S (If ownership in escrow, please note):

NAME: _____

ADDRESS: _____

ZIP: _____

PHONE: () _____ - _____ FAX: () _____ - _____

[SIGNATURE OF PROPERTY OWNER]:

**DESIGN REVIEW BOARD
SUBMITTAL CHECKLIST, FILING DEADLINES AND MEETING DATES**

FOR VARIANCE REQUESTS OR APPEALS AND FOR RIO NUEVO PROJECTS

- ☐ Fee required for all applications (except PDO's). Refer to fee schedule.
- ☐ 1 completed DRB application
- ☐ 1 Final *LUC* compliance review comments
- ☐ 1 completed project information attachment (Explaining nature of project.)
- ☐ 1 Variance/LDO list (For variance requests and LDO appeals, list what the *LUC* requires and what the project provides) OR if the project is an RND project
- ☐ 1 completed list of design criteria applicable to this Rio Nuevo Development project per DS 2.8.10.5.A-K and 9.05.4.0-9.05.4 (See Attachments) with explanations to the DRB on how the project complies these design criteria. (The RND project's compliance with these criteria is what the DRB is to recommend on)
- ☐ 9 sets of photographs of the project site and surrounding area (views to the north, south, east, and west) - color copies required. Please label.
- ☐ 9 copies of the site plan and/or elevation plan folded (11" x 17") *
- ☐ 9 copies of the landscape plan folded (11" x 17") *
- ☐ 1 copy of the Pima County Assessor's property information (current printout)
- ☐ 1 copy of the Pima County Assessor's map for the property

***Note all plans submitted larger than 11" x 17" must be folded to the City's 8 1/2" x 11" format.**

**DESIGN REVIEW BOARD
FILING DEADLINES AND MEETING DATES**

DEADLINE DATE (4:00 PM)	MEETING DATE (7:30 AM)
December 29, 2005	January 6, 2006
January 12	January 20
January 26	February 3
February 9	February 17
February 23	March 3
March 9	March 17
March 30	April 7
April 13	April 21
April 27	May 5
May 11	May 19
May 25	June 2
June 8	June 16
June 29	July 7
July 13	July 21
July 27	August 4
August 19	August 18
August 31	September 8
September 14	September 22
September 28	October 6
October 12	October 20
October 26	November 3
November 9	November 17
November 22 (**)	December 1
December 14	December 15 (**)
December 28	January 5, 2007 (**)

(**) Denotes Holiday Schedule

The DRB meets in the Mayor and Council chambers, 1st Floor City Hall, 255 W. Alameda St.
Confirm location with staff. The meeting begins at 7:30 A.M - SHARP.

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Confirm location with staff. The meeting begins at 7:30 A.M - SHARP.

THE APPLICANT OR AGENT MUST ATTEND THE MEETING.

If you have any questions concerning the meetings, please call staff at 791-4541 extension 1134 or 1116.

**FEE SCHEDULE FOR
BOARD OF ADJUSTMENT AND DESIGN REVIEW BOARD APPLICATIONS**

I) Variances Involving Construction Or Building Permit

A) Residential Projects: Single family, duplex

1. Staff Review	\$200.00
2. Legal Advertisement.....	\$71.00
3. Notification of Property Owners within 300' of Project Site	\$200.00
4. Microfiche Fee	<u>\$15.00</u>
Total Fees	\$486.00

B) Non-residential projects: 3-4 Family and above, Commercial, Industrial

1. Staff Review	\$600.00
2. Legal Advertisement	\$71.00
3. Notification of Property Owners within 200' of Project Site	\$200.00
4. Microfiche Fee	<u>\$15.00</u>
Total Fees	\$886.00

II) Variances NOT Involving Construction, And For Appeals of Zoning Administrator Determinations

1. Staff Review	\$300.00
2. Legal Advertisement.....	\$71.00
3. Notification of Property Owners within 200' of Project Site (optional).....	\$200.00
4. Microfiche Fee	<u>\$15.00</u>
Total Fees	\$586.00

Note: The \$200 fee paid to obtain mailing labels can be deducted from the total Board of Adjustment fees due when the application is filed.

III) Design Review Board (DRB) Fees

A) DRB Review.....	Total Fees \$160.00
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Note: Fees can be paid by check, made payable to the City of Tucson, or cash or credit card. Board of Adjustment and DRB fees must be paid by separate checks or separate credit card charges.

EXPLANATION OF ITEMS

INTRODUCTION

The following explanations will provide the information needed to complete the Board of Adjustment submittal requirements in a manner that staff will deem acceptable for processing. Please read the explanations thoroughly and follow them exactly as provided. If you vary from any of these explanations you run the risk of having your application submittal rejected by staff. If you have any questions regarding this application process, call Development Services Department (DSD) Zoning Administration Division staff at 791-4541 extension 1134 or extension 1116 and ask for help.

EXPLANATIONS (Listed Alphabetically)

APPLICANT'S VARIANCE/LDO LIST TO THE BOARD: List each variance or LDO request separately using the following format: *LUC* Section to be waived or modified by the Board, what is required to be provided by the project and what the project plan indicates as provided.

Note: It is the applicant and not staff that determines the variance list to the Board. When you receive your final LUC compliance review comments listing the remaining LUC regulations applicable to your project you basically have two choices: revise the plan to meet the regulations or apply for Board of Adjustment variance approval to waive or modify the regulations.

APPLICATION FORM ATTACHMENT: Both State Statutes and City of Tucson Code regulations require the Board of Adjustment to "Find" each variance request in compliance with the statements listed in Findings "a" through "g" before they grant that variance request. The Board expects each applicant to tell the Board how the variance request and project complies with each and every one of these "Findings". The "Findings" represent the only legal reasons for the Board to grant your variance.

The "Findings" basically state that there must be some physical hardship (special circumstance) to the property that prevents the project from being designed to meet the zoning regulation in full.

Reasons that should not be used to justify the variance.

"This is what the client wants", "Its my property and I want a four car garage", "A screen wall costs too much its cheaper to put in a fence or a hedge", "The required number of parking spaces is more than I need", "I can't afford to put in all the landscaping and screening the Code requires", "The bank won't finance my project unless I have a certain number of units onsite", etc.

APPLICATION FORM: The Board of Adjustment or Design Review application form must be completed in its entirety and signed by property owner or authorized agent. If signed by an agent please include a letter from the property owner authorizing the agent to act on their behalf. If you have any questions on completing this form just call staff.

BOARD OF ADJUSTMENT FILING FEE: The balance due on the Board of Adjustment application fee (total fee minus mailing label fee already paid) is required at time of submittal. Refer to the current fee schedule to determine application fees. Fees may be paid by check made payable to the City of Tucson; cash; or credit card. Failure to pay the balance due at submittal will result in Staff rejecting the application.

DESIGN REVIEW BOARD (DRB): The DRB is comprised of (7) members of the community appointed by Mayor and Council. The DRB members include registered Architects, Landscape Architects and a General Contractor. At the meeting there may be as few as three or as many as seven members attending. A DRB quorum is three members. The DRB meetings are held in the Mayor and Council Chambers, 1st floor City Hall, 255 West Alameda Street except as noted. The meetings begin at 7:30 A.M. (sharp) See the DRB Schedule of Meeting Dates. Applicants must be present at the meeting to present their case to the members. Remember the DRB is comprised of Architects and Contractors so expect detailed questions regarding the plans and project.

DRB SUBMITTAL ITEMS: Refer to the DRB checklist for submittal requirements.

DRB APPLICATION FEES: Refer to current fee schedule. This fee check is separate from the Board of Adjustment application fee check.

FINAL LUC COMPLIANCE REVIEW COMMENTS: Submit a detailed site plan for *Land Use Code (LUC)* compliance review to Development Services Department (DSD), 1st floor City/County Public Works Building, 201 N. Stone Avenue. Zoning Review staff will identify all (*LUC*) regulations applicable to the project. After you have made all the revisions possible to your plans, based on Zoning Review staff's prior review comments, staff will prepare the final *LUC* Compliance Review comments in a written format (e.g. Permit card, CDRC Comments, Memo, etc.) for submittal with your application.

Note: Final comments may list both *Land Use Code (LUC)* and *Development Standard (DS)* Sections. Sections listed "DS" (e.g. DS Sec. 2-15.3.1) refer to Development Standard regulations which cannot be waived or modified by the Board of Adjustment.

LANDSCAPE, SCREENING, SCENIC ROUTE VARIANCES AND LDO APPEALS: These requests to the Board must be submitted to the Design Review Board (DRB) for review and recommendation to the Board of Adjustment.

MAILING LABELS: To obtain mailing labels submit in person to DSD Zoning Administration staff the following: 1) Complete the top portion of the "Request for Mailing Labels and Address Verification" form (be sure the site address is the official address issued by Pima County Addressing; 2) Attach the Assessor's Property Printouts applicable to the project site and the Lot and Block Map applicable to the project site; and, 3) Attach the fee check made payable to the City of Tucson.. Refer to fee schedule to determine fees for Notification of Property Owners. Fees are non-refundable.

NOTICE TO AFFECTED PARTIES: Prior to submittal a notice must be sent to the affected parties and an onsite meeting must be held. The affected parties include all owners of real property within 300' of the project site; all Neighborhood Associations registered with the City and within 1 mile of the project site; and, the Council Office whose Ward the project site is within.

This notice and meeting is an opportunity to explain the project to the affected parties. The notice must contain the following information: the nature of the project; where the project is located; the variance(s) being requested from the Board of Adjustment; why the variance is needed; agent or property owner's name and phone number; and, the time and place of the onsite meeting. Also indicate the time and place of the Board of Adjustment hearing and include a statement that City Staff will mail out an official notice of the Board of Adjustment hearing, two weeks prior to the hearing date.

PIMA COUNTY ASSESSOR'S PROPERTY PRINTOUT AND LOT/BLOCK MAP: The application submittal must include a copy of the project site Property Printout(s) and Lot and Block Map. Both are available at the Pima County Assessor's Office for a small fee. The Assessor's Office is located at 115 North Church and is east of City Hall. Or you may download the information from the Assessor's Office website: www.asr.pima.co.az.us

- If your site includes more than one parcel, the printout for each parcel must be included.
- The printouts and map must match what is shown on the site plan.
- You must also include the Property Printouts for any property adjacent to and under the same ownership as the site.
- The Property Printout verifies for staff the current ownership of the property.
- The Lot and Block Map verifies for staff the current configuration of the property.

Important Note: Substitute documents obtained from sources other than the Assessor's Office will not be accepted by DSD Zoning Administration staff. Property Printouts and Lot and Block Maps more than six months old will not be accepted.

PRE-APPLICATION REVIEW: Potential Rio Nuevo and Downtown Zone (RND) applicants are strongly encouraged to present the project, in its conceptual stage, to the DRB for a pre-application review. This is a non-deliberative discussion with the DRB about the project and the RND process. This review allows the applicant an opportunity to receive DRB's input on the project's compliance with RND criteria, prior to actual submittal of the application.

PRELIMINARY LUC COMPLIANCE REVIEW COMMENTS: When you first submit your plans for *LUC* compliance review, staff will generate comments requesting additional information (e.g. dimensions, calculations, notes, etc.). This additional information is necessary for staff to correctly identify all zoning regulations applicable to the project. **Note: Preliminary written comments or informal notes made on the plans are not acceptable in the Board of Adjustment process.**

PRE-SUBMITTAL MEETING: Potential Rio Nuevo and Downtown Zone (RND) applicants **MUST** attend a pre-submittal meeting with DSD staff to determine if the project requires a minor, full, or major review. Contact the Rio Nuevo Coordinator (Randy Schuler) at 791-5550. Zoning Administration staff will not process RND applications, which have not followed this process. When in doubt, call Zoning Administration Staff at 791-4541.

PROJECT INFORMATION ATTACHMENT: This is one or two page narrative explaining the nature project and why you need the variances. The purpose of the project information attachment is to explain to the Board of Adjustment and the DRB in simple terms the project and justifications for the variances. (For DRB submittals address only those variances being reviewed by the DRB.)

PROJECT SITE/PARKING PLAN, BUILDING ELEVATION, FLOOR PLAN AND LANDSCAPE PLAN:

Site/parking plans: The site/parking plan must be the same detailed plans reviewed by DSD for the LUC compliance review process. Zoning Administration staff must be notified if the site plan submitted with the application is different than the site plan submitted to generate the final LUC compliance review comments.

Landscape plans: If the variance request is for landscaping and screening a landscape plan showing what can be provided is required.

Building elevation plans: For variances to the setback, building height, color regulations, include elevation plans.

Floor plans: Submittals that include parking variances for residential projects with more than five (5) bedrooms must include floor plans.

PROOF OF APPLICANT'S MAIL NOTICE AND MEETING: Include with your submittal, a copy of the letter sent to the affected parties; a meeting summary explaining what happened at the onsite meeting, who showed up and what was discussed, a copy of the sign-in sheet for the onsite meeting and proof that the notices were mailed to all affected parties. Acceptable proof includes the following documentation:

- A copy of the mailing label lists stamped as received by a postal service e.g. Post Office, Mail Boxes Etc., Postal Connection, etc. **and**
- Any official form or receipt of mailing from the postal service, **or**
- Certification of Mailing, **or**
- Certified Mail.

PROPERTY PHOTOS OF THE SITE: The DRB members do not make field trips to the case site. Therefore, the photos of the site are needed for their reference. Of specific concern will be those areas of the site subject to the variances (e.g. the street frontage for side street landscape variances, etc.). Staff needs 8 sets of the photos (labeled).

RELATED LUC PROCESSES: Projects that require approval through a related LUC process (e.g. Special Exception, Scenic Corridor Zone, Historic Preservation Zone, Rezoning etc.) must complete that review and approval prior to application to the Board of Adjustment. Also note that if the project is the site of a prior rezoning case, then review and approval from DSD Rezoning Section is required to ensure there is no conflict between the variance application and the prior rezoning conditions.

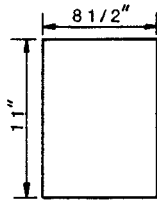
RIO NUEVO AND DOWNTOWN OVERLAY ZONE: The Design Review Board (DRB) reviews all projects located within the Rio Nuevo and Downtown (RND) Overlay for compliance with the design criteria established in DS 2.8.10.5.A-K and 9.05.4.0-9.05.4. If your project is located within the Rio Nuevo and Downtown (RND) Overlay Zone, you must contact Randy Schuler (Rio Nuevo coordinator) at 791-5550, prior to submittal to the DRB.

When in doubt, call **DSD Zoning Administration** at 791-4541.

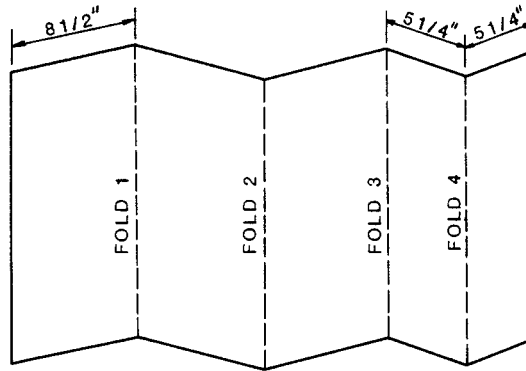
REMEMBER ALL BA/DRB SUBMITTALS ARE FILED BY APPOINTMENT ONLY WITH THE ZONING ADMINISTRATION STAFF, 2ND FLOOR- NORTH, 201 N. STONE AVENUE

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



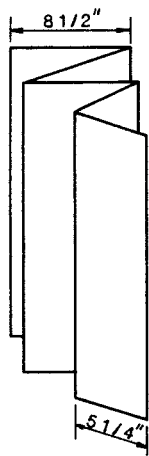
This instruction sheet is 8 1/2" X 11" size.



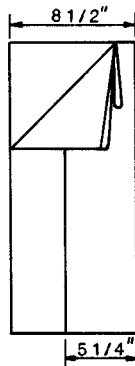
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

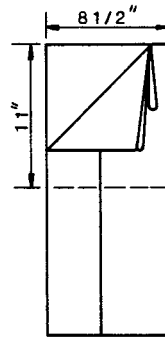


With the 5 1/4" fold to the right

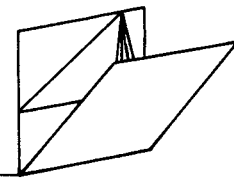


Fold down the corner, all but the last panel.

STEP 4

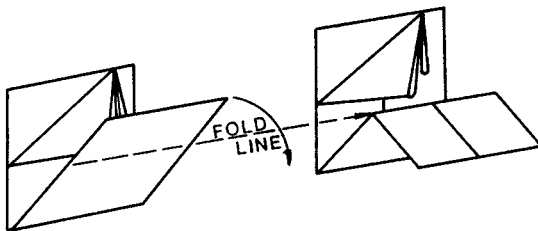


FOLD LINE



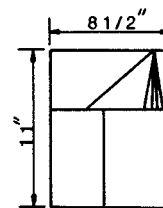
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".